



Employment Application

Corporate Use Only
Hire Date _____
Position _____
Rate of Pay _____

Instructions to Job Applicants

1. Each applicant must appear in person and complete the application in the presence of a designated company representative.
2. Applicant must apply for a specific job classification in accordance with the job descriptions as presented in the application form.
3. Applicant must provide all information requested on the application form. Failure to provide required information can result in disqualification of applicant.
4. This application will remain active for (1) year from completion date. Any applicant wishing to remain in consideration for employment must reapply after the (1) year active status of the application has expired.
5. *PCI* does not hire individuals who are currently employed somewhere else if that employment may interfere with, or present conflict of interest with his or her job with *PCI*.

This company is an equal opportunity employer. Prospective employees will receive consideration without discrimination because of race, religion, color, creed, sex, age, national origin, citizenship, disability, veteran, or other legally protected status.

PERSONAL INFORMATION

NAME _____ SOCIAL SECURITY # _____
 LAST FIRST MIDDLE

ADDRESS _____
 NUMBER STREET CITY STATE ZIP

HOME PHONE _____ DAYTIME PHONE _____

DRIVERS LICENSE # _____ STATE _____ DOB _____

POSITION YOU ARE APPLYING FOR

POSITION(S) WHICH YOU ARE APPLYING FOR _____

TYPE OF EMPLOYMENT DESIRED FULL TIME _____ PART TIME _____

DATE AVAILABLE _____ SHIFTS AVAILABLE 1ST__ 2ND__ 3RD__

SALARY DESIRED _____ REFERRED BY _____

HAVE YOU EVER FILLED AN APPLICATION WITH THIS COMPANY OR BEEN
EMPLOYED BY US BEFORE? YES___ NO___

DO YOU CURRENTLY HAVE RELATIVES EMPLOYED BY US? YES___ NO___
IF SO PLEASE PROVIDE THE NAMES, RELATIONSHIP AND THEIR
POSITION _____

ARE YOU LAWFULLY AUTHORIZED TO WORK IN THE U.S.? YES___ NO___

ARE YOU OVER 18 YEARS OF AGE? YES___ NO___

CAN YOU TRAVEL IF THE JOB REQUIRES? YES___ NO___

HAVE YOU EVER BEEN CONVICTED OF A FELONY IN THE LAST 5 YEARS?
YES___ NO___

IF YES PLEASE EXPLAIN _____

EDUCATION

HIGH SCHOOL _____
NAME AND LOCATION YRS COMPLETED DIPLOMA

COLLEGE _____
NAME AND LOCATION YRS COMPLETED DIPLOMA

GRADUATE SCHOOL _____
NAME AND LOCATION YRS COMPLETED DIPLOMA

TECHNICAL _____
NAME AND LOCATION YRS COMPLETED DIPLOMA

OTHER EDUCATIONAL SKILLS OR TRAINING _____

EMPLOYMENT HISTORY

ARE YOU CURRENTLY EMPLOYED? YES___ NO___

PLEASE GIVE ACCURATE EMPLOYMENT RECORDS. START WITH YOUR LAST OR PRESENT JOB AND LIST CONTINUOUS EMPLOYMENT RECORD FOR THE LAST (10) YEARS.

1. COMPANY _____
NAME ADDRESS
PHONE # _____ SUPERVISOR _____ DATES EMPLOYED _____
JOB TITLE _____ ENDING SALARY _____
PRIMARY JOB RESPONSIBILITIES _____

REASON FOR LEAVING _____

2. COMPANY _____
NAME ADDRESS
PHONE # _____ SUPERVISOR _____ DATES EMPLOYED _____
JOB TITLE _____ ENDING SALARY _____
PRIMARY JOB RESPONSIBILITIES _____

REASON FOR LEAVING _____

3. COMPANY _____
NAME ADDRESS
PHONE # _____ SUPERVISOR _____ DATES EMPLOYED _____
JOB TITLE _____ ENDING SALARY _____
PRIMARY JOB RESPONSIBILITIES _____

REASON FOR LEAVING _____

4. COMPANY _____
NAME ADDRESS
PHONE # _____ SUPERVISOR _____ DATES EMPLOYED _____
JOB TITLE _____ ENDING SALARY _____
PRIMARY JOB RESPONSIBILITIES _____

REASON FOR LEAVING _____

- IF ADDITIONAL SPACE IS REQUIRED PLEASE YOU A SEPARATE SHEET OF PAPER

MAY WE CONTACT THE EMPLOYERS LISTED ABOVE? YES___ NO___

REFERENCES

PLEASE PROVIDE (3) REFERENCES WHO ARE NOT RELATED

1. NAME _____
ADDRESS _____
HOME PHONE _____ WORK PHONE _____

2. NAME _____
ADDRESS _____
HOME PHONE _____ WORK PHONE _____

3. NAME _____
ADDRESS _____
HOME PHONE _____ WORK PHONE _____

APPLICANT’S STATEMENT

I certify that the foregoing information is correct and complete to the best of my knowledge. I understand that any material misrepresentation or deliberate failure to respond to any inquiry on my application, or during the recruitment process, may be justification for refusal of or if employed, termination from employment.

I hereby authorize this employer and or its agents to conduct such investigation of my application for employment as may be considered necessary. I authorize and request any and all of my former employers and or business references and any other persons or organizations to furnish information they may have concerning my past job performance, work history, salary, criminal history, education history, business activity, etc. I release from any liability former employers, business references and or any other persons or organizations furnishing such information. I recognize that a photocopy of this authorization may be considered valid requisition.

I understand and agree that if accepted for employment, the employment relationship will be an employment at-will, i.e., my employment is not for a definite term, and my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either the company or myself. Further, except for written agreement entered into by the company President, no agent or representative of the company has the authority to enter into any agreement for a specified period of time, or to make any agreement contrary to the foregoing.

I understand that any job offer may be contingent upon satisfactory results of a post offer medical examination or medical inquiry and or a substance abuse test. If employed, at any time, I agree to abide by all present and future policies and rules of the Company.

I understand that this application will remain active for a period of one year. After that time, if I desire further consideration, I will renew my application in person or by mail. I understand that I must provide proof of my legal right to work in the U.S.

I acknowledge that I understand the terms of this application and have had sufficient opportunity to read and review them.

Signature of Applicant_____

Date_____